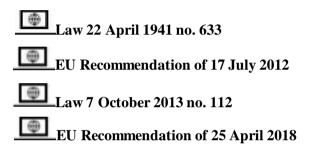# Open Access Policy

INAPP adheres to the open access international movement under which the Institute is committed to supporting open and free-of-charge access to contributions to research financed by public funding, by endorsing the [Position statement on open access to scientific research data in Italy.](#)

INAPP applies to scientific literature contributions produced by researchers the current EU and national copyright legislation in all possible forms of expression, notably by referring to:

Law 22 April 1941 no. 633

EU Recommendation of 17 July 2012

Law 7 October 2013 no. 112

EU Recommendation of 25 April 2018

1. OA.INAPP

INAPP adopts DSPACE open source solution for its own [OA.INAPP](#) open archive to be intended as a tool to store, describe and disseminate records produced by INAPP and/or developed with INAPP's support.

OA.INAPP grants adequate national and international scientific dissemination both to the Institute and to each individual author.

OA.INAPP meets the best practices and international technical standards on open access. It especially meets the protocol related to OAI PMH interoperability and long-term repository of scholarly literature contributions.

OA.INAPP is operated by an editorial staff of documentalists in charge of verifying the consistency and coherence of contributions to be published within OA.INAPP.

OA.INAPP publishes **technical-scientific literature contributions** produced by INAPP and/or developed with the support of INAPP on institutional reference subjects. The definition of contribution refers to any organized (text-based and/or multimedia) representation of content (including data, images, videos, tables, etc.) developed on the basis of study and/or research work. By way of example, the following kinds of works are considered as contributions: articles of scholarly journals, conference proceedings, monographs and book chapters, contributions to conferences and/or events, technical documents and reports produced in the framework of research work and/or projects funded by the ESF or within any other European and national projects. By technical-scientific literature we mean the body of contributions consolidated around a subject (or several related subjects), nurtured by a specialized scholarly community, and capable of documenting the dialectical evolutions of the discussion on the subject at issue.

2. PUBLISHING PROCEDURE

Authors submit contributions to OA.INAPP editorial staff that verifies the uniqueness of contributions within the open archive, and checks the copyright status as well as any possible inconsistencies with the applicable editorial guidelines (see item 4).

The editorial staff publishes the document according to current librarianship criteria and to the relevant copyright legislation (see item 3).

A document is to be considered as technically published once it is assigned a persistent and progressive identifier (URI) within the OA.INAPP open archive.

3. COPYRIGHT

Publishing in OA.INAPP is protected by the applicable copyright legislation. In compliance with art. 11 of Law. no. 633/41, and subsequent amendments, INAPP is included as body-author, together with the other person-authors.

The applicable **licenses** are *Creative Commons 4.0* SA *BY NC* and *IODL 2.0* including the subsequent supplementary version.

OA.INAPP also accepts documents published by third-party publishers, by prior verification of the copyright status on contributions and any possible inconsistencies, as well as contributions by authors claiming affiliation to INAPP, after due verification.

4. EDITORIAL GUIDELINES

In order to be published in OA.INAPP a contribution shall carry the following features:

- Title
- Author
- Date of publication and/or creation

In case of contributions to events (exhibitions/conventions/working groups, and technical groups, etc.):

- Event venue
- Event date
- Event name and/or title

In case of data and microdata:

- Title of the reference research
- Methodological note
- Data source

Documents are deemed to be valid for publication in OA.INAPP: 1) if already published in other publishing products (e.g. monograph chapters, articles published in journals, abstracts from other documents, etc.); 2) if resulting from research and projects approved by the customer or if provided for by the Articles of Association (e.g. *ex lege* relationships *);* 3) if released on public occasions (conventions, seminars, etc.). For publishing purposes in OA.INAPP documents are deemed to be valid even if in draft or preprint form or as work in progress, etc. if so specified by a note to the title. Documents are to be submitted by email both to the [editorial staff](#) and in cc to their Person in Charge.

5. CITATION GUIDELINES

Once submitted and received by the OA editorial staff, documents are deemed to be final, and no replacements of published files will be accepted, other than updated versions to be included in subsequent contributions. This procedure is required in order to protect the author, and the overall quality of OA.INAPP repository. The replacement of a file attached to an OA.INAPP bibliographic record brings about the automatic break of the link, to the disadvantage of the product when a search is launched through Google and other specialized search engines. However, different versions of a file can be associated with the same record. The record link grants access to the document while maintaining a record of any possible *versioning* process, and at the same time highlighting the final version by adequate *file naming* and a file (*main document)* descriptive specification.

With regard to citations, it is of primary importance that reference be always made to the unique link of the publication in OA.INAPP. This will maximize the citation impact of the contribution stored, ensure its permanent archiving, and avoid any citation dispersions due to INAPP's researchers submitting their contributions both on proprietary platforms (Researchgate.net, Academia.edu and the like) and on personal websites. As a matter of fact, in the latter cases citations cannot be linked to INAPP's citation profile, with a negative impact also in terms of dissemination and image of the Institute. Furthermore, the use of a citation associated with the publication ensures both proper circulation in accordance with citation items, and full protection of the copyright.

6. POLICY IMPLEMENTATION MONITORING

The editorial staff is constantly monitoring the implementation status of this *policy* through regular statistics made available by the Institute in compliance with transparency rules. The editorial staff also holds open access training and awareness events in the scientific field.

7. ADDED-VALUE SERVICES

With regards to contributions stored in OA.INAPP, the editorial staff offers a number of added-value services: indexing within the main open access databases, interoperability with other *open access* archives, assigning unique identifiers, statistics on access and citation impact, relevant ranking in search engines. OA.INAPP is registered in the OpenDOAR directory.

DEFINITIONS

The term Editorial Staff refers to INAPP's in-house editorial team composed of documentalists expert in the catalographic and semantic processing of documents as well as in the use of metadata. The term Metadata refers to basic (both descriptive and structural) metadata in Dublin core format. For Keywords metadata INAPP'S Thesaurus terms are used.